4   PREPARING ELECTRONIC CLAIM FILES

Before any file can be submitted to the MDCH Invoice Processing System, whether for testing or actual payment, the file must be prepared. This section describes that preparation as well as the file transfer system through which the file is submitted.

4.1   INTRODUCTION TO THE FILE TRANSFER SYSTEM

The File Transfer System provides a standardized method for MDCH to exchange files with an outside source (user or trading partner).

This system is designed to:

- satisfy security measures;
- automate file transfers;
- allow for flexible hours and workload volumes;
- provide expanded communication protocol support;
- balance and verify files transferred to and from MDCH; and
- provide an audit trail of files transferred between MDCH and a user.

To maintain a highly secure environment, a communications gateway is being used to interface MDCH with users. All data files coming into and going out of MDCH are stored on the gateway computer. At scheduled times of the day, MDCH exchanges data between the gateway computer and the mainframe.
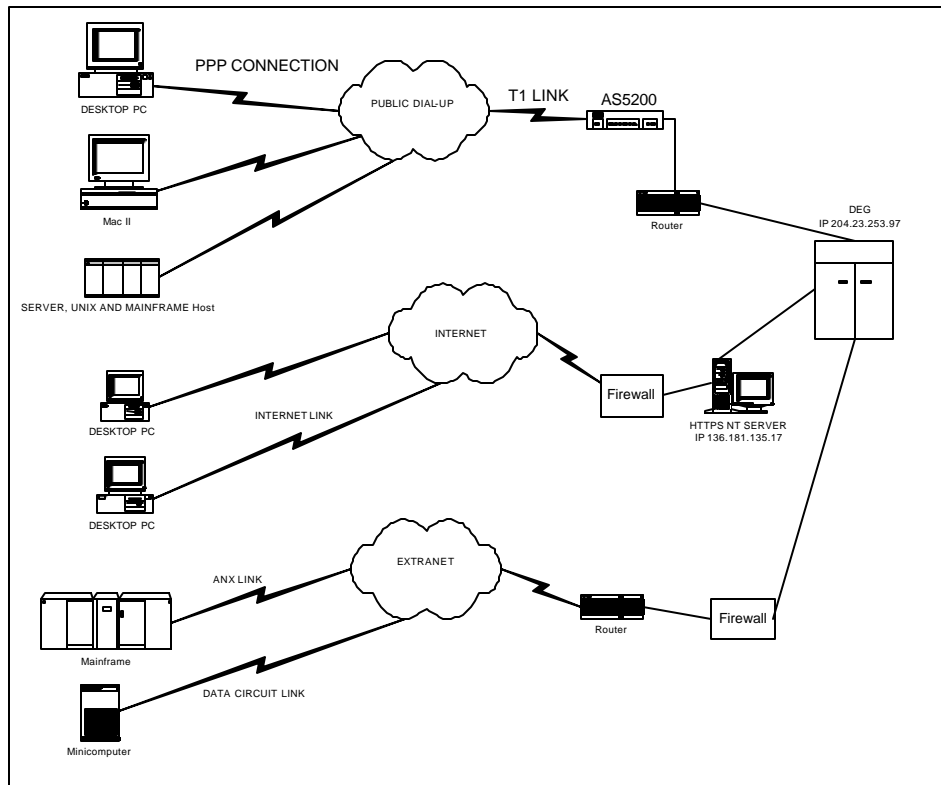
Figure 4-1:   MDCH Communications Gateway

The telephone number for the gateway is **517-373-6181**. Software associated with the modem pool looks for the next available line if the first line is busy.

4.2   FILE REQUIREMENTS

Electronic files submitted to the MDCH through the Data Exchange Gateway (DEG) must meet the following requirements.

The following requirements apply to all ANSI X12 837 and UB-92/EMC 5.0 claims:

a. The deadline for electronic file input to each weekly processing cycle is Wednesday at 5:00 p.m., except as may be affected by holidays.

b. Electronic submitters who notify the Automated Billing Unit staff by e-mail may choose not to receive the electronic Remittance Advice file.

c. No compression is allowed at this time.

The following requirements apply only to UB-92/EMC 5.0:

d. Each electronic file must contain at least one complete batch. There is no maximum number of batches that may be submitted in any one electronic file. There is no maximum number of claims that can be submitted.

e. All batches in an electronic file must be complete and unique to that file; that is, a batch cannot appear in two electronic files.

f. File Transfer Control records are required at the front and back of every file being transferred with MDCH. These control records validate users and files. Specifications for these control records are discussed in Section 4.2.1.

4.2.1   Electronic File Preparation for the UB-92/EMC 5.0 Claims

Specific control records are required for the File Transfer System.

*   Each electronic file must **start** with an MDCH header record containing the electronic submitter identification number.

*   Each electronic file must **end** with an MDCH trailer record containing the electronic submitter identification number and the record count of the file, including the header and trailer records.

Specifications for the header and trailer records are found in Appendix B1.

Electronic submitters can use the MDCH TR9000 personal computer (PC) program or they can code the control records themselves. The TR9000 program can be obtained by e-mail from:

AutomatedBilling@michigan.gov

Appendix A contains instructions for using the MDCH TR9000.

4.2.2   Sending UB-92/EMC 5.0 Claim Files to MDCH

Each file that is sent to MDCH must have only two control records: one at the front and one at the back of the file. More than one file with the same name can be sent on the same day; each will be listed individually.

4.2.3   Sending ANSI X12 837 Claim Files to MDCH

All ANSI X12 files have header and trailer data built into them.

4.2.4   Receiving Files from MDCH

When electronic submitters receive a file from MDCH, such as a Remittance Advice or ANSI X12 997 Acknowledgment (for example, a 4780 with the same number as the input file), each file will be listed by its filename, size in bytes, and date loaded to the user's mailbox. Once a file is downloaded, it will disappear from the user's view. To download that file again, the user must call the Information Line at 1-800-292-2550 to have the file retrieved. (The Remittance Advice and ANSI X12 997 Acknowledgment are found in Appendix C.)

4.2.5   File Back-Up

Electronic submitters should copy transferred files immediately as a back up for their site.

It is the agent's responsibility to retain back-up files until the party at the final destination has verified and backed up the files. Should the file not be received in its entirety, it may have to be resent using the back up. MDCH retains back-up files sent to users; likewise, users should retain back-ups of the files sent to MDCH.